



FY 2004 - 2

REQUEST FOR PROPOSALS

for

WASHETERIA

REPAIR & RENOVATIONS

To receive consideration for FY04 washeteria funding, your proposal must be received at the Denali Commission by Wednesday, September 15, 2004. Send or deliver one copy of your proposal to:

Denali Commission
Attn: Washeteria Program Manager
510 "L" Street
Suite 410 (Peterson Tower)
Anchorage, Alaska 99501

Additional information can be obtained from:

Cindy Roberts
Phone (907) 271-3018
Fax (907) 271-1415
Toll free 1-888-480-4321
croberts@denali.gov
www.denali.gov

INTRODUCTION

Community washeterias are one of the most important facilities in maintaining sanitary conditions and preventing disease in rural Alaska. The Denali Commission has funding available for this second RFP of Federal Fiscal Year 2004 for repair and renovation of existing facilities.

The Denali Commission is seeking proposals from rural Alaska communities that demonstrate the following:

1. A Washeteria is included in a community plan, and the proposed work is consistent with the needs of the community.
2. Project proponents can document ownership or long term lease for the Washeteria facility.
3. There is a suitable water source and a water disposal facility.
4. The community must be able to contribute at least 10% of the total project cost in the form of cash, land, materials, or labor.
5. A Business Plan (see pages 9-11) demonstrates the community's ability to operate and maintain the Washeteria and replace equipment as necessary. Further, the community agrees to implement the plan, as written.
6. The Washeteria will not compete with a private sector Laundromat business.
7. Village Safe Water or Alaska Native Tribal Health Consortium or other approved management organization will provide engineering oversight.

The intent of this RFP is to rank qualified proposals to respond to potential funding to the Commission. We wish to obligate these funds for construction that will be initiated in 2005 and completed by December 31, 2006.

There are three parts to this RFP:

- I Rules & Regulations
- II Application Packet
- III Washeteria Business Plan

Deadline for Submission of proposals is 4:30 pm September 15, 2004.

Faxed proposals will not be accepted *unless* it is prior to the deadline and special arrangements have been made with the Program Manager to compensate for cancelled U.S. Postal Service.

I. RULES AND REGULATIONS

Eligibility Requirements

Applicants must be a public agency or unit of government including municipality, a 501(c) (3) organization, or a tribal government as defined by the BIA federally recognized list of tribes and villages. Good standing with the IRS is a prerequisite to consideration of a proposal for funding. (See attached IRS Waiver form page 7.)

Washeterias must be currently served by an adequate water source and wastewater disposal system. If a proposed Washeteria project does not have these sanitation elements, the applicant must demonstrate that there is secure funding to pay for this supporting infrastructure.

Funding Intent

Denali Commission will provide up to \$125,000 for renovations, inclusive of all costs (project design, project management and administration, site control, labor, materials, and freight). Proposals must clearly demonstrate that the need is not a result of abuse or neglect of the facility in cases where funding is requested for a facility less than ten years old, or for repair of furnishings and equipment less than 7 years old.

Selection Process and Funding of Proposals

A Review Panel will evaluate the proposals received prior to the deadline. The Panel will recommend which proposals receive funding. The Panel may also recommend conditional funding for which the applicants may be asked to clarify information in the proposal (via teleconference). After these discussions, the applicant may be invited to submit a "best and final proposal".

Contingent on availability of funds, one or more of the highest scoring proposals will be selected for funding. The Denali Commission is not obligated to accept or contract for any services nor is it bound to select the lowest cost proposal(s). The Denali Commission reserves the right to negotiate grant funding and performance levels, as well as place contingencies on any funding award.

Evaluation Factors

The proposal scoring guidelines are found on page 4 of this RFP.

Local cost share required

All applicants must contribute 10% of the amount requested. In-kind (non-cash) contributions are allowed, but must be approved by the Review Panel.

ADDITIONAL INFORMATION concerning the application process:

Preparation Costs

The Denali Commission is not responsible for any costs related to proposal preparation or submission. Further, this RFP does not obligate the Denali Commission to accept or contract for any services.

Additional Terms and Conditions

The Denali Commission reserves the right to negotiate proposal changes with each successful applicant. The Commission may rely on its professional judgment or that of the members of the Review Panel to present an applicant with a counter proposal. Any proposed change will remain consistent with the scope and conditions of the original RFP.

Additions and Clarifications to the RFP

The Denali Commission reserves the right to modify or change requirements. If revisions to this RFP are made, additions and clarifications will be posted on our website (www.denali.gov). Changes will be posted by August 17. It is the responsibility of the applicant to be aware of these changes.

Proposal Scoring Guidelines

Proposals will receive points as indicated below.

Maximum points

1. **“High Needs” Designation** 25
 - Community has no running water/sanitary sewer and no washeteria 25 points
 - Community has a Flush/Haul system and no washeteria. 20 points
 - Less than 60% of homes in the community have water and sewer. 15 points
 - Existing Washeteria is small and old. 15 points

2. **Business Plan** 25

The Washeteria Business Plan (Worksheet) shows how the facility will meet costs for operation and maintenance of the facility.

3. **Project Management Plan** 20
 - For community-managed “force account” construction, include Project Manager’s and Superintendent’s résumés.
 - If proposal anticipates contracted management services, provide contract information (including specifications and drawings) and name of Construction Manager.
 - Budget for construction
 - Schedule of construction

4. **Readiness / Site Availability and Site Control** 10
 - Community/Regional plan includes the Washeteria project as a priority.
 - Construction preliminaries such as environmental review and floodplain assessment; historical/archaeological review; and Coastal Zone Management requirements are addressed and documented.
 - Stamped site plans and architectural drawings (for example, design analysis, which includes design criteria & code specifications, etc.) for renovation projects.
 - Documentation of construction permits obtained (e.g., fire marshal):

5. **Cost Share** 10
 - Funds from local or other sources in excess of 10% minimum.
 - Explanation of how 10% minimum local match will be contributed.

6. **Local Support** 5
 - Letter of Support from future or current Washeteria owner.
 - Letter of Support from organization responsible for operations.
 - Resolution from regional entity (Borough, ANCSA region, etc.)

7. **Essential Community Facility** 5

Document that the Washeteria does not compete with a for-profit, private laundromat.

TOTAL POINTS = 100

ADDITIONAL RESPONSIBILITIES for successful applicants include

compliance with the public policy laws and assurances including, but not limited to . . .

Federal Labor Standards including payment of **Davis Bacon** wages for contracted labor;

- National Environmental Policy Act (**NEPA**) and National Historic Preservation Act (**NHPA**) prior to any expenditure of funds;
- **Insurance** and **bonding** requirements;
- **Flood prone area** building requirements;
- **Procurement** requirements.

Federal Laws:

The OMB Circulars listed must be followed by all successful applicants based on the type of organization (i.e. non-profit, State agency, local/tribal government, etc...)

Audit Requirements (applies to all organizations)

OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

(<http://www.whitehouse.gov/omb/circulars/a133/a133.html>)

Administrative Requirements (check one)

OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments

(<http://www.whitehouse.gov/omb/circulars/a102/a102.html>)

OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations

(<http://www.whitehouse.gov/omb/circulars/a110/a110.html>)

Cost Principles (check one)

OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments

(www.whitehouse.gov/omb/circulars/a087/a087-all.html)

OMB Circular A-122, Cost Principles for Nonprofit Organizations (www.whitehouse.gov/omb/circulars/a122/a122.html)

OMB Circular A-21, Cost Principles for Educational Institutions

(<http://www.whitehouse.gov/omb/circulars/a021/a021.html>)

48 CFR 31.2, Contracts with Commercial Organizations

Reporting:

Successful applicants will be required to submit (on-line) reports to the Solid Waste Program Manager on a quarterly basis. Information requiring regular reporting includes, but is not limited to:

- Financial Reports
 - Total project funding
 - The total project expenditures for the project as of the end of the most recent quarter
- Progress Reports
 - The project schedule with milestone dates for design and construction
 - Narrative summary of the project status and accomplishments to date
- Labor Type, Residence, and Wage Reports
- Photo documentation (before, during, after)

Signage:

On completion, all construction projects will be provided a sign to acknowledge Denali Commission support.

II Application for Denali Commission Washeteria Funding

Date Received by Denali Commission: / /2004		IRS Clearance Received: / /2004	
Applicant Information			
Legal Name of Applicant Organization			
Mailing Address (City, State, Zip Code)			
Employer Identification Number (EIN)			
Name of contact concerning matters involving this application:			
Contact phone number	Contact fax	Contact e-mail	
Is your organization an IRS 501(c)(3) not-for-profit?	Yes ____	No ____	
Is your organization a public agency/unit of government?	Yes ____	No ____	
Are you a tribal organization?			
Proposal Information			
Provide a 2-3 sentence summary of your request:			
Descriptive Title of Project:			
Project Budget and Schedule			
Dollar Amount Requested			
Total Project Cost			
Total Annual Organization Budget			
Proposed Project Construction	Start Date: _____	Completion Date: _____	
Authorization			
Type Name of Authorized Representative of Applicant			Title
Representative phone number	Representative Fax number	Representative e-mail	
Signature of Authorized Representative			Date



DENALI COMMISSION

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Anchorage AK 99501
(907) 271-1414
Fax (907) 271-1415
Toll Free (888) 480-4321
www.denali.gov

Authorization to Request Federal Tax Information

All Applicants Must Complete This Form

We hereby authorize Mr. Al Ewing, Chief of Staff of the Denali Commission (Commission), to obtain information from the Internal Revenue Service (IRS) concerning our federal tax returns for the tax Forms(s) **941, 940, 720** and information return Forms **W-3, W-2, 1096, and 1099** for all tax periods from 01/01/1998 to 12/31/2002. The following information may be released by the IRS to the Commission provided the request is made to the IRS within 60 days of our signature and date of this authorization.

[check all relevant boxes below]

Whether we are currently in compliance with federal Employment and Excise tax filing requirements.

Whether we have failed to file Employment/Excise tax returns for which returns are currently due.

Whether we have failed to file Information returns (Forms W-3, W-2, 1096, 1099) and Civil Penalties are due.

Whether notices of Federal Tax Liens have been filed against us in any recording District.

Whether we currently have a formal payment arrangement for any amounts owed to the IRS.

The amounts of any currently outstanding balance due whether or not secured by any recorded Notice of Federal Tax Lien.

Specific use not recorded on Centralized Authorization File (CAF)

I certify I have the authority to execute this form with respect to the tax matters/periods covered.

X _____

Signature and Title Name (Please Print) _____

Taxpayers Name Taxpayer Employer I.D. _____

Taxpayers Address _____

Date _____

REPLY

Federal Tax Arrearage: Years/Periods: _____ Amount: _____

Notice(s) of Federal Tax Lien Recorded: District _____ State: _____

Lien Tax Years/Periods: _____ Balance Due: _____

Federal Tax Lien(s) may be released for payment of : \$ _____ by _____

No recorded Notice of Federal Tax Lien against the above taxpayer(s) has been located.

Taxpayer has not filed for the following tax periods / Information Returns _____

Taxpayer is in compliance with federal employment and/or excise tax filing requirements.

Taxpayer is in compliance with Federal Tax Deposit: **(yes)** _____ **(no)** _____

FOR INTERNAL REVENUE SERVICE: _____

Title: _____

Date: _____

ADDITIONAL GENERAL INFORMATION requested in proposal

Community history and background:

Explain *briefly* any information important in helping readers understand your community's current sanitation services. Provide correspondence from VSW, ANTHC, or other funding organization if you are considering long-term water and sewer improvements. Discuss "High Needs" qualifications if you are on the BIA list. Discuss the population and the geographic area the proposed facility will serve.

Your community planning process: If you have a community plan, provide a copy of the Executive Summary, as well as the portion of the plan that discusses the Washeteria facility.

If there is no formal community plan that specifically discusses the goal of establishing a Washeteria, there is a minimum requirement that applicants provide resolutions or letters from city representatives, tribal or village governments that show there is community support for the project.

Describe the primary features of the project including physical location. Provide a site plan and community map as an attachment to your application. The maps should illustrate the

- location of the existing Washeteria site (for renovation and repair projects)
- how utilities will service the site
- site plan layout
- position of the site in relation to airport, schools, offices, etc.

The maps prepared for all communities as part of the Department of Community and Economic Development Profile series are a useful basis for indicating location of the Washeteria facility.

Attach copies of the deed to the property or a 30-year lease agreement giving the applicant use of the property. (Do not send originals.) If you don't have site documents, when will you have them? Explain any problems with completing the process. What steps remain to acquire needed documents or letters?

Identify the source of any engineering designs and any exceptions to standard designs.

Identify project schedule, and discuss any special requirements of the project that could change the nature of the project, or issues that are pending final resolution; e.g. special permits, right of way guarantees, winter construction requirements, etc.

FUNDING READINESS QUESTIONS

Documentation of Funding: Complete Table 1 describing the estimated capital cost of the project. Provide an explanation for each budget item, including how the cost was determined.

TABLE 1: Description of Capital Funds

Capital Budget Category	Denali Commission Fund Request	Local Cash or In-Kind Value (justify in-kind value on a separate attachment)	Others Funds	For "Other Funds", identify funding source for each line item.
Design	\$	\$	\$	
Materials	\$	\$	\$	
Equipment	\$	\$	\$	
Labor	\$	\$	\$	
Freight	\$	\$	\$	
Project Management	\$	\$	\$	
Administration	\$	\$	\$	
Other (identify):	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
<u>Totals</u>	\$	\$	\$	

- Describe how the project cost was estimated and who performed this estimating service? Attach providers' cost estimates, if possible.
 - Discuss the size and equipment needed for your design. Include information demonstrating that the proposed building (if this is a design and construction proposal) is the most appropriate and cost-effective approach to address the identified needs.
 - Identify your cost share match, funding partners, and status of the funds/grants (Do you have the funding in your bank account? Has the agreement with the funding agency been signed? Do you have letters notifying you that the grant has been approved? Have you only applied for the grants?)
 - Discuss any planned in-kind contributions. Are there any other commitments by State, Federal, or public agencies which will impact this project? Example: Heavy equipment is in the area for another project and the timing of Washeteria construction in FY 04 will have cost-saving advantages.
- Provide stamped design drawings for renovation proposal, if available.

5. Provide the proposed Washeteria construction schedule, including any reasons for accelerating construction. Identify any obstacles that may impede the progress of the proposed project.

6. Provide résumés for the proposed construction management team (project manager, superintendent, etc.), if available. Present evidence that the agent is qualified and committed to the proposed work.

III Washeteria Business Plan

This worksheet will demonstrate the projected income of the Washeteria and its ability to pay operation and maintenance expenses.

This is a required element of the RFP. Communities are strongly encouraged to attach a more complete business plan, if there is one available. Definitions can be found on page 15.

DENALI COMMISSION WASHETERIA BUSINESS PLAN WORKSHEET

Communities Served by Washeteria	
Total Population of Communities Served	
Washeteria Management Organization	
Washeteria Manager	
Worksheet prepared by (name and title)	

PROJECTION OF WASHETERIA REVENUES

	Cycles per Day		Days per Year		Cycles per Year		Charge Per Cycle		Revenue per Year
Washer Revenue		X		=	-	X		=	
Dryer Revenue		X		=	-	X		=	
	Showers per Day		Days per Year		Showers per Year		Charge per Shower		
Shower Revenue		X		=	-	X		=	
	Gallons per Day		Days per Year		Gallons per Year		Charge per Gallon		
Water Revenue		X		=	-	X		=	
Vending Revenue	Attach a separate detailed description of your estimate.							=	
TOTAL ESTIMATED REVENUE PER YEAR (sum of all revenues)									

PROJECTION OF WASHETERIA EXPENSES

LABOR	Hours per Day		Days per Year		Hours per Year		Rate per Hour		Cost per Year
Payroll		X		=	-	X		=	
Payroll Taxes	Estimate by multiplying Labor Cost per Year times .08.								

UTILITIES	Cost per Unit		Units per Year		
Electricity (unit = _____)		X		=	
Fuel Oil (unit = _____)		X		=	
Water (unit = _____)		X		=	
Sewer (unit = _____)		X		=	

Accounting Costs	Attach a separate detailed description of your estimate.			=	
Rent	Attach a separate detailed description of your estimate.			=	
Insurance	Attach a separate detailed description of your estimate.			=	
Equipment Maintenance	Attach a separate detailed description of your estimate.			=	
Building Maintenance	Attach a separate detailed description of your estimate.			=	

Washeteria Expenses continued on page 14

Washeteria Expenses continued from page 13

DEPRECIATION OF EQUIPMENT	NUMBER		COST		USEFUL LIFE		
Washers		X		÷		=	
Dryers		X		÷		=	
Coin Changers		X		÷		=	
Water Heating System		X		÷		=	

TOTAL ESTIMATED REVENUES per YEAR (sum of all revenues) =

TOTAL ESTIMATED EXPENSES per YEAR (sum of all expenses) -

WASHETERIA INCOME OR LOSS per YEAR (sum of all revenues – sum of all expenses) =

If Revenues are not projected to cover Expenses, attach a separate description of the source of funding that is or will be used to keep the Washeteria in operation and properly maintained.

**DENALI COMMISSION
WASHETERIA BUSINESS PLAN WORKSHEET
DISCUSSION OF TERMS**

LINE ITEM	DISCUSSION
Accounting Costs	Enter the annual accounting costs that will be charged to the Washeteria. Identify who provides accounting services.
Building Maintenance	Enter the cost of annual building maintenance, including a set-aside for expenses that are not incurred each year but are foreseeable. Examples are painting and roof repair or replacement of the roof and siding. Separately provide a full explanation of your estimate.
Depreciation of Equipment	<p>The Washeteria equipment and even the Washeteria building will eventually wear out and need to be replaced. Depreciation is an accounting charge for the on-going wear and tear on Washeteria assets. The original cost of the equipment or building is divided by its useful life to determine the annual amount that is charged against income.</p> <p>The cost to use in this calculation is the full cost of placing the equipment in the Washeteria, including purchase price, shipping and installation. The useful life is the number of years the equipment can be expected to stay in service in your Washeteria. This number will differ depending on the type and manufacturer of the equipment and the expected level of use in the Washeteria. Use a shorter more conservative estimate when in doubt.</p>
Equipment Maintenance	Enter the expected annual cost for maintenance of the Washeteria equipment.
Insurance	Enter the annual cost of all insurance coverage (i.e. fire, liability, etc.). Provide a separate listing of each policy and its annual cost.
Payroll and Payroll Taxes	<p>The number of hours per day is the combined number of hours worked at the Washeteria by all personnel.</p> <p>Payroll taxes should be estimated at the total payroll cost per year times .08 unless a more precise estimate is available.</p>
Rent	Enter the annual rent for the Washeteria facility. Identify who receives this rent.
Utilities	For each utility service, identify the unit of service (i.e. kwh, gallon, monthly flat fee, etc.), and calculate the annual cost by multiplying the cost per unit with the number of units estimated to be used per year.
Vending Revenue	Enter the net revenue (income minus expenses) to the Washeteria from vending machine sales, including laundry supplies, food and beverages.